

SOM- Department of Obstetrics and Gynecology	TITLE: Protection of Student Records	Policy: RS002
Department Guideline	Date: August 18, 2005	Rev. 0
Approvals:		
Chairman/Date	Dept. Manager/Date	

Student Records consist of two main categories that contain private/privileged Information regarding each individual student. These categories are Personal Information and Grades.

### **I. Personal Information**

Consists of Profile Forms (which contain home addresses, phone numbers, Social Security numbers), copy of Immunization records with Consent Form, Insurance Coverage information, and Letter of Good Standing with the school that includes verification of Universal Precautions and HIPAA training.

This information is sent to the Clerkship Program Coordinator from the School of Medicine Curriculum office. These records are maintained in the following secure manner:

- a. The information is scanned into a PDF file and saved on a password protected computer.
- b. Individual Student's information is then sent to the appropriate off-campus Preceptors and specific Hospital personnel via e-mail with an attached Confidentiality Notice.
- c. The original paper copy is placed in the individual student's file folder and kept in a locked file cabinet.

### **II. Grades**

Consists of Clinical Evaluations and National Board Medical Examination Scores (NBME).

This information is processed and securely maintained in the following manner:

- a. Evaluations and Examination Scores are entered into the FileMaker Pro program on a Password protected computer for calculation and comment correction, and entered into the One45 WEB EVAL evaluation program, that is User ID/Password protected, for students and authorized personnel to view.
- b. Each student's grade is then submitted to the Registrar's office through the secured campus HealthQuest/HOST system.
- c. Paper copies of the Evaluations and Examination Scores are placed in the students' individual file folder and kept in a locked file cabinet.